100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505140

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Business Office	Franklin

POSITION NUMBER 20006027

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Budget & Purchasing Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006020 Business Operations Manager 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB CODE TITLE: Business Operations Manager 2

JOB CODE: 63392

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Plans, directs, & coordinates purchasing, fixed assets, inventory control, budget preparation & monitoring, & contract administration for Department of Administrative Services (DAS), Office of Information Technology (OIT), a multi-funded & multi-faceted division: formulates & implements policies & procedures to ensure division operations adhere to appropriate statutes (e.g., business services, cost accounting, financial accountability & computer systems that provide & track division activities); manages special projects; works with program units to ensure compliance with policies & procedures; provides expertise & guidance to Business Operations Administrator (BOA), program managers, & staff on budget issues; may represent BOA during absences; develops & implements proper internal control procedures (e.g., manual & automated procedures & systems); performs analysis & prepares recommendations for projects with statewide impact; supervises lower-level managers (e.g., approves leave, evaluates performance, initiates discipline, sets goals); acts as liaison with funding & monitoring sources, customer agencies, vendors, & program managers; oversees purchasing & contracts section responsible for contract administration & acquisition of hardware/software service, maintenance & consulting for computer systems & telecommunications, & requests to Controlling Board (CB) & other CB functions; manages & oversees division assets & physical inventory: oversees annual certification of assets & biennial physical inventory; ensures division asset records are accurate & up-to-date; responsible for compliance with all statewide directives & inventory controls.	Knowledge of (1) business administration; (2) accounting principles & practices; (3) applicable state & federal laws, rules & regulations governing fiscal operations*; (4) budget development & oversight for multi-million dollar operations; (5) agency policies & procedures*; (6) government structure & process*; (7) supervision practices & principles; (8) project management; (9) employee training & development; (10) inventory control; (11) contract administration; Skill in (12) use of personal computer & associated hardware/software (e.g., MS Office, PeopleSoft/OAKS, other accounting software); Ability to (13) deal with large number of fiscal variables & determine specific course of action; (14) handle routine & sensitive inquiries from & contacts with officials, other state employees, Governor's Office, & general public; (15) maintain procedures that ensure timely payment of invoices, distribution of receivables, & accurate fiscal reporting.
20	Manages division's biennial budget, re-appropriations, & capital improvements budget: monitors operating funds in excess of $120 million & capital funds in excess of $159 million; works closely with fiscal reporting unit to ensure program managers are provided with budget information necessary to manage their programs; monitors & tracks capital appropriations; monitors division operations & maintenance budget; prepares biennial budget; sets annual allotments;	Knowledge of 1, 2, 3*, 4, 5*, 6*, 8, (16) financial forecasting; (17) cost accounting; Skill in 12 Ability to 12, 13, 14, (17) prepare concise, accurate & meaningful reports. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

20006036 Admin Assist 2
20006028 MAS2
20006023 To Be Determined

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 7/15/09

Rev 7-31-09 CB

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☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE: Business Operations Manager 2

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	performs analyses on budgets & cash flows; identifies & analyzes potential budget problems & recommends solutions; participates in confidential discussions with senior staff; analyzes actual expenditures as compared to budgeted & projected expenditures; monitors funding levels & transfers allotments to maintain adequate funding in all accounts; develops accounting procedures in accordance with IACP objectives; performs cost accounting in accordance with federal circular A-87.	
10	Performs other related duties as assigned: responds to public inquiries; conducts meetings; participates as committee member; represents OIT in meetings & at conferences.	Knowledge of 3*, 4, 5*, 6* Skill in 6, 7, 8 Ability to 9, 10, 11, 13, 14, 16
	Position is overtime exempt.	*developed after employment

JOB CODE 63392

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20006023 To Be Determined

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Appd 7-31-09 CB